

November 20, 1964

TO: Members of the University Faculty Assembly

FROM: R. E. Wood, Chairman of the Faculty Organization Plan Review Committee

The following pages are essentially a reissue of the Report of the Faculty Organization Plan Review Committee first transmitted to the faculty in February, 1964. Only the form of the Report has been changed somewhat. The Recommendations and Proposed Amendments to the Plan are the same as in the original Report.

February 1, 1964

MEMORANDUM TO: Members of the University Faculty Assembly

FROM: Faculty Organization Plan Review Committee

SUBJECT: Committee Report

1. This report is submitted to the University Faculty Assembly in accordance with the responsibilities of the Committee set forth in Article IV, Section 2 of the University Faculty Organization Plan.
2. This report consists of two parts:
 - (a) Recommendations of certain policies and procedures to be followed under the Plan; and
 - (b) Proposed amendments to the Plan.
3. The Review Committee recognizes the fact that although the Plan has now been in operation for more than three years, in some respects it can still be considered to be in a probationary period. We also believe that developments within the University will justify reconsideration and possibly some modification of the Plan from time to time.
4. We have, accordingly, taken a conservative approach. Only those amendments which seem clearly advantageous have been proposed. In cases of appreciable doubt, no change has been called for. On the other hand, our first proposed amendment calls for periodic review of the Plan.

Thomas McPherson Brown (Medicine)
James H. Coberly (Graduate Council)
Louis dePian (Engineering)
Richard F. Ericson (Government)
Charles J. Kokoski (Pharmacy)
Joseph H. Krupa (Education)
Hugh L. LeBlanc (Columbian College)
Howard M. Merriman (Government)
Arthur S. Miller (Law)
Albert C. Murdaugh (Engineering)
Martha Rashid (Education)
Mary Louise Robbins (Medicine)
Samuel M. Schwartz (Pharmacy)
Donald S. Watson (Graduate Council)
David B. Weaver (Law)
Reuben E. Wood (Columbian College), Chairman

Recommendations

1. WE RECOMMEND THAT THE COMMITTEES AND FACULTIES OF THE VARIOUS SCHOOLS AND DIVISIONS OF THE UNIVERSITY CONTINUE ACTIVELY TO STUDY, DEBATE, AND, WHEN IT SEEMS DESIRABLE, VOTE ON MATTERS OF CONCERN TO THEM EVEN IF THESE ARE MATTERS OF IMPORTANT CONCERN TO OTHER UNITS OF THE UNIVERSITY.

Such actions can give valuable assistance to the University Senate, which has the responsibility to determine and state position on such matters for the whole faculty.

2. WE RECOMMEND THAT THE UNIVERSITY SENATE CLAIM AND EXERCISE THE RIGHT TO DECIDE WHAT MATTERS FALL WITHIN ITS COMPETENCE AS DEFINED IN THE CHARTER.

For example, in many cases the question as to whether a matter is of concern "to more than one college, school or division, or to the University Faculty" may be arguable. On such and similar questions, the University Senate should make the ruling.

3. WE RECOMMEND THAT THE UNIVERSITY SENATE DEVISE A PROCEDURE TO REPORT ITS PROCEEDINGS PROMPTLY TO MEMBERS OF THE UNIVERSITY FACULTY ASSEMBLY.

We suggest that the Senate name a Reporter who would be instructed and authorized to prepare an unofficial digest of proceedings, and to issue this digest to members of the Assembly within one week after Senate meetings. This digest should be approved by the Chairman of the Executive Committee prior to distribution.

4. WE RECOMMEND THAT THE SENATE REVIEW AND REVISE ITS BY-LAWS.

We further recommend that included in the Senate rules or by-laws be:

- (a) A provision for vote by secret ballot on matters involving academic freedom;
 - (b) A provision for having roll-call votes under specified circumstances;
 - (c) A specific statement of the circumstances under which non-members of the Senate may be extended the privilege of the floor.
5. WE RECOMMEND THAT RULES OF PROCEDURE BE ESTABLISHED FOR THE UNIVERSITY FACULTY ASSEMBLY.

Such rules are called for by Article 11, Section 3, Paragraph (E) of the Charter.

6. It has been suggested to this Review Committee that "committee representation include as a matter of policy at least one non-tenure member of the Faculty Assembly for each committee to stimulate younger members to think from the University point of view and to show them that the University is interested in them." Although a rigid policy seems impractical to us,

WE SUPPORT THE IDEA HAVING YOUNGER FACULTY MEMBERS INCLUDED IN DEPARTMENT, FACULTY, SENATE, AND OTHER UNIVERSITY COMMITTEES.

7. WE RECOMMEND THAT THE UNIVERSITY FACULTY ORGANIZATION BE ASSIGNED AN OFFICE AND BE GIVEN AN ADEQUATE OPERATING BUDGET.

Such an office is necessary to keep the files and to provide working room. The office should be in the charge of the Chairman of the Executive Committee of the Senate and appropriations from the budget should be controlled by the Senate.

8. WE RECOMMEND THAT IF, AFTER A FACULTY MEMBER HAS SERVED ONE OR MORE TERMS OF SENATE MEMBERSHIP, HE IS NOMINATED FOR RE-ELECTION TO THE UNIVERSITY SENATE, HE BE PERMITTED TO DECLINE THE NOMINATION IF HE SO DESIRES.

9. WE RECOMMEND THAT THE SENATE HOLD STANDING AND SPECIAL COMMITTEE ELECTIONS BEFORE THE END OF THE SPRING SEMESTER AND THAT THESE ELECTIONS, AS WELL AS THOSE FOR THE CHAIRMAN AND MEMBERS OF THE EXECUTIVE COMMITTEE, BE CARRIED OUT BY THE NEWLY-ELECTED SENATE.

This might require an extra Senate meeting in May.

10. WE RECOMMEND THAT THE UNIVERSITY SENATE ESTABLISH A STANDING COMMITTEE ON UNIVERSITY GIFTS, ENDOWMENTS, RESOURCES, AND FINANCES.

Such a committee would serve to stimulate and encourage the efforts of individual faculty members to develop sources of funds for University development and for individual projects and programs. The faculty is the University's first line of public relations and should be encouraged to accept the responsibility of furthering the financial resources of the University. The committee could help to coordinate faculty efforts in that direction. Necessarily the committee would have to maintain close working relationships with administrative officials directly concerned with such matters.

November, 1964

UNIVERSITY FACULTY ORGANIZATION PLAN

(Including Adopted and Proposed Amendments)

I. PURPOSE

1. The object of this University Faculty Organization Plan is to enable the Faculty of The George Washington University, in common effort and purpose with the President and the Board of Trustees, and in keeping with sound principles of general university organization, effectively to perform its functions and responsibilities with respect to educational policy and objectives of the University and related affairs in or concerning which the Faculty has a legitimate concern or interest. The provisions of this Plan shall be interpreted and applied in accordance with the object of the Plan as so stated.

2. Toward this end and in respect of the particular purposes and functions herein provided, the University Faculty Organization shall consist of two bodies: (1) the University Faculty Assembly, which shall consist of academic personnel in full-time service and such administrative personnel as are provided for hereafter; and (2) the University Senate, which shall be a representative body acting for the University Faculty as a whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the charter of the University and subject to the authority of the Board of Trustees and shall relate to matters which are of concern to more than one college, school, or division, or to the University Faculty.

II. THE UNIVERSITY FACULTY ASSEMBLY

Section 1. Membership

The University Faculty Assembly shall consist of the President of the University, the Dean of Faculties, ~~the Dean of the Law Center;~~ the Administrator of the National Law Center, the Associate Dean of Faculties, the Director of Admissions, the Registrar, the Librarian, the Treasurer, faculty members in full-time service of the degree-granting colleges, schools, and divisions of the University, members of the Executive Faculty of the School of Medicine, and incumbents of administrative offices to whom the Board of Trustees has granted or may grant faculty status and academic rank in or under the Code and Ordinances Governing the Academic Personnel of the University. Other members of the staff of instruction, and Professors and Associate Professors Emeriti, of the University may attend meetings of the Assembly, with the privilege of the floor, but without the right to vote.

Section 2. Officers

The President shall be the Chairman of the Assembly, and the Dean of Faculties, the Vice-Chairman. The Registrar shall be the Secretary.

Section 3. Meetings

(a) The Assembly shall meet at least once during each semester of the academic year at a time and place designated by the President. Special meetings shall be held at the call of the President, acting on his own initiative or upon the request of the University Senate or the petition of twenty members of the Assembly.

(b) The Agenda of a regular meeting shall be prepared by the President and shall include any matter requested by the Senate or its Executive Committee

or on petition of fifteen members of the Assembly. Notices of meetings, regular or special, shall be sent out at least ten days prior thereto and shall include a statement of the agenda.

(c) A quorum for any meeting shall consist of ~~35% of the membership of the Assembly.~~ 25% of the membership of the Assembly. (Recommended by the University Senate March 13, 1964; the Faculty Assembly September 16, 1964; and adopted by the Board of Trustees October 15, 1964.)

(d) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is in adverse review of action taken by the Senate in which case the affirmative vote of 2/3rds of members present, or one representing a majority of the membership of the Assembly, whichever is the lesser, shall be required.

(e) The by-laws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the Assembly.

Section 4. Functions

The functions of the Assembly shall be to:

(1) Receive information from the President, and such members of the University administration as he may designate, of matters of general University interest or Faculty concern;

(2) Receive reports from the Senate as to actions it has taken and the activities of its committees, and, to the extent then anticipated, its proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such other action as may be appropriate, with respect to, any matter of concern to the Assembly. The

Assembly shall also have the power to review any action taken by the Senate and, subject always to the provisions of Sections 3 (b) and (d) of this Article II, take such action on the basis thereof as the Assembly may deem appropriate;

(3) Act as a referendum body on questions referred to it for that purpose by the Senate.

III. THE UNIVERSITY SENATE

Section 1. Functions

The University Senate, on behalf of the University Faculty, shall, with respect to matters which are of concern to more than one college, school, or division, or to the University Faculty:

(1) Formulate policy and make such other determinations and exercise supervision with respect to such programs or other matters as the President or the Board of Trustees may designate;

(2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;

(3) At the direction of the Assembly - or may, at the request of the Faculty of any college, school, or division or of individual Faculty members, or on its own initiative - consider any matters of concern or interest to more than one college, school, or division or to the University Faculty, and make its recommendations, or otherwise express its opinion, with respect thereto, to the Assembly, the President, or through the President to the Board of Trustees;

(4) Be the University Faculty agency to which the President initially presents information and which he consults concerning proposed changes in existing policies or promulgation of new policies.

Section 2. Organization

(a) Membership

1. ~~The Senate shall consist of (i) the President, the Dean of Faculties, the Dean of the Law Center, the Deans of the degree-granting colleges, schools, and divisions, and the Registrar, ex-officiis, and (ii) 25 members elected by the respective faculties in the manner herein provided:~~

~~(i) -- Three members shall be elected by and from the Faculty of each of the following schools: -- Medicine, Law, Engineering, and Education; two by and from the Faculty of the School of Government; and one member each by and from the Faculties respectively of The Graduate Council and The School of Pharmacy;~~

~~(ii) -- Nine members in the aggregate shall be elected by and from the Faculties collectively of The Columbian College and The Junior College.~~

1. The Senate shall consist of 24 elected members and 12 members ex-officiis.

2. The elected membership shall consist of nine members elected by and from the faculty of the Columbian College of Arts and Sciences, three members each elected by and from the faculties of the Schools of Education, Engineering, Law and Medicine, two members elected by and from the faculty of the School of Government, Business, and International Affairs, and one member elected by and from the faculty of the Graduate Council.

3. The ex-officio membership of the Senate shall consist of the President, the Dean of Faculties, the Registrar and nine other administrative officers of the University. These nine administrative officers shall be appointed by the President and shall serve until successors have been appointed, but not less than one semester, unless their service is terminated by separation from the University.

4. 2: All members elected to the Senate shall be members of the University Faculty in full-time service, hold the rank of Associate Professor or above, and ~~have-or-to~~ have tenure as of the academic year next succeeding the date of their election. No Dean or any other Faculty member who is an officer of administration (as such offices are indicated in the 1959-60 Catalogue Issue of the University Bulletin) shall be eligible for election. In the event of any additions to the list of officers of administration in subsequent Catalogue Issues, eligibility for election to the Senate shall be determined by the Senate.

5. 3: The ex officio members, while without the right to vote, shall have the privilege of the floor: Provided, That the presiding officer may vote to break a tie.

(b) Officers

The President, or in his absence, the Dean of Faculties or the Chairman of the Executive Committee, in that order, shall be the presiding officer. The Registrar shall be the Secretary.

(c) Terms of Office

The term of office for elected members of the Senate shall be two years beginning on ~~May-15~~ May 1 of the year in which they are elected. The terms shall be so adjusted as to require the election of approximately one-half of such members each year.

Section 3. Election of Faculty Members

The election of members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the Faculty members eligible to vote in the school or group involved:

(1) The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the Faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by a 2/3rds vote of such Faculty require at least two nominees for each Senate seat to be filled.

(2) Voting shall be by secret ballot.

(3) Only members of the Faculty in full-time service shall be eligible to vote, except that, in the case of the School of Medicine, all members of the Executive Faculty ~~also~~ shall be eligible to vote for Senate members. ~~elected by the Faculty of that School;~~

(4) The elections shall be held at meetings called by the Deans of the respective schools prior to May-10 April 15 of each year. ~~except that in the case of the Columbian and Junior Colleges group; the meeting shall be called and conducted by the Dean of Columbian College in even-numbered calendar years; and by the Dean of the Junior College in the odd-numbered calendar years:~~ A quorum shall be fifty-one per cent of the Faculty members in residence in the school or group involved who are eligible to vote. Election shall be by majority of those voting.

(5) In the event that a vacancy occurs in the Senate membership or a member is on leave of absence or otherwise unable to participate for any period, the Faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

Section 4. Meetings

(a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the

academic year. Special meetings may be called by the President, acting on his own initiative, or upon the request of the Executive Committee or the Assembly or the petition of 25% of the elected members of the Senate.

(b) A quorum shall consist of 50% of the elected members of the Senate. All power of the Senate shall be exercised by the affirmative vote of a majority of elected members present and voting.

(c) The agenda for any meeting shall be made available in writing by the Secretary of the Senate to all members of the Senate, elected and ex officio, at least 7 days prior to the meeting in the case of regular meetings, and with the call, in the case of special meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a vote of 3/4ths of the elected members of the Senate, or the unanimous vote of such members present, whichever is the lesser, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.

(d) A summary of the minutes of each meeting shall be furnished by the Secretary of the Senate to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Secretary for inspection by any such member or officer.

(e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such by-laws and other rules concerning its government and procedures as it considers appropriate.

Section 5. Committees

(a) General

There shall be ~~three~~ four kinds of Senate committees: (1) an Executive Committee, (2) standing committees, and (3) special committees, and (4) a Co-ordinating Committee. ~~The-Executive-Committee-and-all-standing-committees shall-meet-regularly-and-according-to-orderly-procedures;-shall-keep-records of-their-deliberations;-and-shall-present-reports-to-the-Senate-as-often-as-the amount-and-nature-of-their-business-warrants;-and-at-least-once-annually.~~ The Executive Committee, all standing committees and the Co-ordinating Committee shall meet as directed by the University Senate, or as determined necessary by the committees themselves or their chairmen, but not less than once a year; the meetings shall be conducted according to orderly procedure, records of deliberations shall be kept, and reports shall be made to the University Senate as often as required, but at least once annually. Copies of all formal reports shall be filed with the Registrar of the University, and shall be available for inspection by members of the Assembly and the administrative staff of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. No member of the Executive Committee shall immediately succeed himself more than twice. The Senate shall establish such procedures for temporary replacement of members of the Executive Committee as shall seem necessary to assure that the Executive Committee would not be prevented from acting effectively in emergencies because of inability to assemble a quorum of its membership.

(b) The Executive Committee

The Executive Committee shall consist of 5 elected Faculty members of the Senate, ~~no two of whom shall be representatives from the same school or Faculty group~~; and the President, ex officio. ~~The Chairman shall be a Faculty member of the Committee and shall be elected by the Senate.~~ Any elected Faculty member of the Senate shall be eligible to be elected Chairman of the Executive Committee. The Chairman shall be elected by the Senate. The Senate shall also elect the other four elective members of the Executive Committee subject to the restriction that no two of them shall have been elected to the Senate by the same school or Faculty group. The Committee shall:

(1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20% of the members of the Senate;

(2) Serve as the committee on committees for the Senate and in that capacity nominate the members and Chairmen of the standing and special committees and the nominating committee for the members and Chairman of the Executive Committee. Individual elected members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any question or dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution;

(3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate;

(4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate, to the President and to the Assembly.

At the end of each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly;

(5) Receive reports prepared by or in any college, school, or division of the University which may be of concern or interest to any other college, school, or division, or the Faculty generally, and arrange for distribution of copies thereof to such other college, school, or division, or the Faculty;

(6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

(c) Standing and Special Committees

(1) Except as herein otherwise provided, the number, nature, and size of its standing and special committees shall be determined by the Senate. ~~At least one member of every standing and special committee shall be an elected member of the Senate.~~ The chairman of every standing committee and at least one member of every special committee shall be an elected member of the Senate. Other committee members, ~~including the chairman,~~ may be selected from the membership of the Assembly. The President may designate as ex officio non-voting members of any committee any administrative officer or personnel within the area of activity of the committee, except that the Co-ordinating Committee shall be composed only of the chairmen of the Executive Committee and the standing committees of the University Senate.

(2) Any standing committee may, upon request, serve in an advisory capacity to University committees and administrative officers or personnel within the area of responsibility of the Senate committee and may invite any such University committee or representatives thereof or officer or person to participate in the

deliberations of the Senate committee at such times as may be appropriate. Each such Senate committee shall be the agency to receive on behalf of the Senate and Assembly reports prepared by the parallel University committee. Any standing committee, as well as the Executive Committee, may, upon request, provide, on behalf of the Senate, advice and counsel to any committee of the Board of Trustees with respect to any matter within the area of responsibility of the Senate Committee.

(3) In addition to any other committees that the Senate may establish on its own initiative, or by direction of the Assembly, or by request of the President, there shall be standing committees for the following areas: Educational Policy, Faculty Performance and Development; University Objectives; Administrative Matters as They Affect the Faculty; Research; Admissions and Advanced Standing; Library; Public Ceremonies and Assemblies; Scholarship; Athletics; Student Relationships; Appointment, Salary, and Promotion Policies; Physical Facilities; and Professional Ethics and Academic Freedom.

(d) Co-ordinating Committee

(1) The membership of the Co-ordinating Committee shall consist of the Chairman of the Executive Committee and the chairmen of all standing committees of the University Senate.

(2) The primary purpose of the Co-ordinating Committee shall be to promote efficient and effective operation of the University Senate and its committees, especially through exchange of information with respect to overlapping and inter-related committee problems.

(3) The Co-ordinating Committee shall elect its chairman and determine its rules of procedure.

IV. AMENDMENTS

1. Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate, through petition to the President as Chairman of the Assembly by 15% of the Faculty members of the Assembly, or by a Faculty committee as hereinafter provided. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly, ~~participation-by-at-least-50%-of-its-voting-members;~~ and (Recommended by the University Senate March 13, 1964; the Faculty Assembly September 16, 1964; and adopted by the Board of Trustees October 15, 1964) a favorable vote of either 2/3rds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for its approval and shall become effective only when so approved.

2. After this University Faculty Organization Plan has been in effect for two years, it shall be subjected to automatic review and re-appraisal by a Faculty committee established specifically for that purpose. Such committee shall be composed of two representatives from the Faculty (in full-time service and not officers of administration) of each school or Faculty group then represented in the Senate. At least one such representative from each school or group shall not then be a member of the Senate. The committee shall prepare a written report for distribution to every member of the Assembly, and shall have the authority and responsibility through such report to propose amendments to the Faculty Organization Plan. Such proposals (if and to the extent approved by the Assembly) shall be submitted to the President for transmission to the Board of Trustees for its approval and shall become effective only when so approved.

3. The procedure described in the preceding paragraph for automatic review and reappraisal of the Faculty Organization and for making and implementing recommendations for changes in it shall be repeated every four years. Elections of members of the second Faculty Organization Review Committee shall be held in the fall semester of the academic year 1968-1969 and elections of succeeding committees shall be held in the fall semesters of each successive fourth year. The chairman of the University Senate's Executive Committee shall have the responsibility of seeing that elections are held as prescribed and of convening the initial meeting of the Review Committee.

V. EFFECTIVE DATE

1. Upon the adoption of this University Faculty Organization Plan with such changes as may be considered appropriate by the University Faculty at a meeting thereof and its approval by the Board of Trustees, the President shall direct that each school or Faculty group involved proceed to elect its representatives to the Senate.

2. Initially, in order to provide for a rotation system, the respective Faculties of the Schools of Medicine, Law, Engineering, Education, and Government shall elect one, and the Faculties collectively of the Columbian and Junior Colleges group shall elect four, of its representatives for a one-year term, and one (four in the case of the Columbian and Junior Colleges group) for a two-year term. In the case of the representatives from The Graduate Council and The School of Pharmacy, and one of the representatives of the Schools of Medicine, Law, Engineering, and Education, and the Columbian and Junior College group, the term shall be left undetermined until the organization meeting of the Senate, at which time four of such representatives shall be selected, by lot, to serve for a one-year term

and the other three for a two-year term. The manner of determining into which classification each of its representatives shall fall shall be for the Faculty of the school or group involved and may be by lot.

3. As soon as elections of all the Senate members have been reported to the President, he shall appoint from among those elected, five (but no more than one from any one school or group) as the Temporary Organization Committee for the Senate. Such committee shall immediately proceed to prepare a report which shall include: (1) The temporary by-laws or rules of procedure for the Senate; (2) the proposed agenda for the first meeting; and (3) nominations for the Executive Committee, and the Chairman thereof. Upon completion of the preparation of this report, and its distribution to members of the Senate, the President shall convoke the Senate, which shall then organize for the conduct of its business.

REVISED DRAFT PROPOSAL

UNIVERSITY FACULTY ORGANIZATION PLAN

-1-

UNIVERSITY FACULTY

ORGANIZATION PLAN

I. PURPOSE

1. The object of this University Faculty Organization Plan is to enable the Faculty of The George Washington University, in common effort and purpose with the President and the Board of Trustees, and in keeping with sound principles of general university organization, effectively to perform its functions and responsibilities with respect to educational policy and objectives of the University and related affairs in or concerning which the Faculty has a legitimate concern or interest. The provisions of this Plan shall be interpreted and applied in accordance with the object of the Plan as so stated.

2. Toward this end and in respect of the particular purposes and functions herein provided, the University Faculty organization shall consist of two bodies: (1) the University Faculty Assembly, which shall consist of academic personnel in full-time service and such administrative personnel as are provided for hereafter; and (2) the University Senate, which shall be a representative body acting for the University Faculty as a whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the charter of the University and subject to the authority of the Board of Trustees and shall relate to matters which are of concern to more than one college, school, or division, or to the University Faculty.

II. THE UNIVERSITY FACULTY ASSEMBLY

Section 1. Membership

The University Faculty Assembly shall consist of the President of the University, the Dean of Faculties, the Dean of the Law Center, the Associate Dean of Faculties, the Director of Admissions, the Registrar, the Librarian, the Treasurer, faculty members in full-time service of the degree-granting colleges, schools, and divisions of the University, members of the Executive Faculty of the School of Medicine, and incumbents of administrative offices to whom the Board of Trustees has granted or may grant faculty status and academic rank in or under the Code and Ordinances Governing the Academic Personnel of the University. Other members of the staff of instruction, and Professors and Associate Professors Emeriti, of the University may attend meetings of the Assembly, with the privilege of the floor, but without the right to vote.

Section 2. Officers

The President shall be the Chairman of the Assembly, and the Dean of Faculties, the Vice-Chairman. The Registrar shall be the Secretary.

Section 3. Meetings

(a) The Assembly shall meet at least once during each semester of the academic year at a time and place designated by the President. Special meetings shall be held at the call of the President, acting on his own initiative or upon the request of the University Senate or the petition of twenty members of the Assembly.

(b) The agenda of a regular meeting shall be prepared by the President and shall include any matter requested by the Senate or its Executive Committee or on petition of fifteen members of the Assembly. Notices of meetings,

regular or special, shall be sent out at least ten days prior thereto and shall include a statement of the agenda.

(c) A quorum for any meeting shall consist of 35% of the membership of the Assembly.

(d) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is in adverse review of action taken by the Senate in which case the affirmative vote of 2/3rds of members present, or one representing a majority of the membership of the Assembly, whichever is the lesser, shall be required.

(e) The by-laws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the Assembly.

Section 4. Functions

The functions of the Assembly shall be to:

(1) Receive information from the President, and such members of the University administration as he may designate, of matters of general University interest or Faculty concern;

(2) Receive reports from the Senate as to actions it has taken and the activities of its committees, and, to the extent then anticipated, its proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such other action as may be appropriate, with respect to, any matter of concern to the Assembly. The Assembly shall also have the power to review any action taken by the Senate and, subject always to the provisions of sections 3(b) and (d) of this Article II, take such action on the basis

thereof as the Assembly may deem appropriate;

(3) Act as a referendum body on questions referred to it for that purpose by the Senate.

III. THE UNIVERSITY SENATE

Section 1. Functions

The University Senate, on behalf of the University Faculty, shall, with respect to matters which are of concern to more than one college, school, or division, or to the University Faculty:

(1) Formulate policy and make such other determinations and exercise supervision with respect to such programs or other matters as the President or the Board of Trustees may designate;

(2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;

(3) At the direction of the Assembly - or may, at the request of the Faculty of any college, school, or division or of individual Faculty members, or on its own initiative - consider any matters of concern or interest to more than one college, school, or division or to the University Faculty, and make its recommendations, or otherwise express its opinion, with respect thereto, to the Assembly, the President, or through the President to the Board of Trustees;

(4) Be the University Faculty agency to which the President initially presents information and which he consults concerning proposed changes in existing policies or promulgation of new policies.

Section 2. Organization

(a) Membership

1. The Senate shall consist of (i) the President, the Dean of Faculties, the Dean of the Law Center, the Deans of the degree-granting colleges, schools, and divisions, and the Registrar, ex officio, and (ii) 25 members elected by the respective faculties in the manner herein provided:

(i) Three members shall be elected by and from the Faculty of each of the following schools: Medicine, Law, Engineering, and Education; two by and from the Faculty of the School of Government; and one member each by and from the Faculties respectively of The Graduate Council and The School of Pharmacy;

(ii) Nine members in the aggregate shall be elected by and from the Faculties collectively of The Columbian College and The Junior College.

2. All members elected to the Senate shall be members of the University Faculty in full-time service, hold the rank of Associate Professor or above, and have or to have tenure as of the academic year next succeeding the date of their election. No Dean or any other Faculty member who is an officer of administration (as such offices are indicated in the 1959-1960 Catalogue Issue of the University Bulletin) shall be eligible for election. In the event of any additions to the list of officers of administration in subsequent Catalogue Issues, eligibility for election to the Senate shall be determined by the Senate.

3. The ex officio members, while without the right to vote, shall have the privilege of the floor: Provided, That the presiding officer may vote to break a tie.

(b) Officers

The President, or in his absence, the Dean of Faculties or the Chairman of the Executive Committee, in that order, shall be the presiding officer. The Registrar shall be the Secretary.

(c) Terms of Office

The term of office for elected members of the Senate shall be two years beginning on May 15 of the year in which they are elected. The terms shall be so adjusted as to require the election of approximately one-half of such members each year.

Section 3. Election of Faculty Members

The election of members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the Faculty members eligible to vote in the school or group involved:

(1) The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the Faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by a 2/3rds vote of such Faculty, require at least two nominees for each Senate seat to be filled.

(2) Voting shall be by secret ballot.

(3) Only members of the Faculty in full-time service shall be eligible to vote, except that, in the case of the School of Medicine, members of the Executive Faculty also shall be eligible to vote for Senate members elected by the Faculty of that School.

(4) The elections shall be held at meetings called by the Deans of the respective schools prior to May 10 of each year, except that in the case of the Columbian and Junior Colleges group, the meeting shall be called and conducted by the Dean of Columbian College in even-numbered calendar years, and by the Dean of the Junior College in the odd-numbered calendar years. A quorum shall be fifty-one per cent of the Faculty members in residence in the school or group involved who are eligible to vote. Election shall be by majority of those voting.

(5) In the event that a vacancy occurs in the Senate membership or a

member is on leave of absence or otherwise unable to participate for any period, the Faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

Section 4. Meetings

(a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the academic year. Special meetings may be called by the President, acting on his own initiative, or upon the request of the Executive Committee or the Assembly or the petition of 25% of the elected members of the Senate.

(b) A quorum shall consist of 50% of the elected members of the Senate. All power of the Senate shall be exercised by the affirmative vote of a majority of elected members present and voting.

(c) The agenda for any meeting shall be made available in writing by the Secretary of the Senate to all members of the Senate, elected and ex officio, at least 7 days prior to the meeting in the case of regular meetings, and with the call, in the case of special meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a vote of 3/4ths of the elected members of the Senate, or the unanimous vote of such members present, whichever is the lesser, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.

(d) A summary of the minutes of each meeting shall be furnished by the Secretary of the Senate to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Secretary for inspection by any such member or officer.

(e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such by-laws and other rules concerning its government and procedures as it considers appropriate.

Section 5. Committees

(a) General

There shall be three kinds of Senate committees: (1) an Executive Committee, (2) standing committees, and (3) special committees. The Executive Committee and all standing committees shall meet regularly and according to orderly procedures; shall keep records of their deliberations; and shall present reports to the Senate as often as the amount and nature of their business warrants, and at least once annually. Copies of all formal reports shall be filed with the Registrar of the University, and shall be available for inspection by members of the Assembly and the administrative staff of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. No member of the Executive Committee shall immediately succeed himself more than twice.

(b) The Executive Committee

The Executive Committee shall consist of 5 elected Faculty members of the Senate, no two of whom shall be representatives from the same school or Faculty group, and the President, ex officio. The Chairman shall be a Faculty member of the Committee and shall be elected by the Senate. The Committee shall:

(1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20% of the members of the Senate;

(2) Serve as the committee on committees for the Senate and in that capacity nominate the members and Chairmen of the standing and special

committees and the nominating committee for the members and Chairman of the Executive Committee. Individual elected members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any question or dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution;

(3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate;

(4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate, to the President and to the Assembly. At the end of each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly;

(5) Receive reports prepared by or in any college, school, or division of the University which may be of concern or interest to any other college, school, or division, or the Faculty generally, and arrange for distribution of copies thereof to such other college, school, or division, or the Faculty;

(6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

(c) Standing and Special Committees

(1) Except as herein otherwise provided, the number, nature, and size of its standing and special committees shall be determined by the Senate. At least one member of every standing and special committee shall be an elected member of the Senate. Other committee members, including the Chairman, may be selected from the membership of the Assembly. The President

may designate as ex officio non-voting members of any committee any administrative officer or personnel within the area of activity of the committee.

(2) Any standing committee may, upon request, serve in an advisory capacity to University committees and administrative officers or personnel within the area of responsibility of the Senate committee and may invite any such University committee or representatives thereof or officer or person to participate in the deliberations of the Senate committee at such times as may be appropriate. Each such Senate committee shall be the agency to receive on behalf of the Senate and Assembly reports prepared by the parallel University committee. Any standing committee, as well as the Executive Committee, may, upon request, provide, on behalf of the Senate, advice and counsel to any committee of the Board of Trustees with respect to any matter within the area of responsibility of the Senate Committee.

(3) In addition to any other committees that the Senate may establish on its own initiative, or by direction of the Assembly, or by request of the President, there shall be standing committees for the following areas: Educational Policy; Faculty Performance and Development; University Objectives; Administrative Matters as They Affect the Faculty; Research; Admissions and Advanced Standing; Library; Public Ceremonies and Assemblies; Scholarship; Athletics; Student Relationships; Appointment, Salary, and Promotion Policies; Physical Facilities; and Professional Ethics and Academic Freedom.

IV. AMENDMENTS

1. Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate, through petition to the President as Chairman of the Assembly by 15% of the Faculty members of the Assembly, or by a Faculty committee as hereinafter provided. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly, participation by at

least 50% of its voting members, and a favorable vote of either 2/3rds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for its approval and shall become effective only when so approved.

2. After this University Faculty Organization Plan has been in effect for two years, it shall be subjected to automatic review and re-appraisal by a Faculty committee established specifically for that purpose. Such committee shall be composed of two representatives from the Faculty (in full-time service and not officers of administration) of each school or Faculty group then represented in the Senate. At least one such representative from each school or group shall not then be a member of the Senate. The committee shall prepare a written report for distribution to every member of the Assembly, and shall have the authority and responsibility through such report to propose amendments to the Faculty Organization Plan. Such proposals (if and to the extent approved by the Assembly) shall be submitted to the President for transmission to the Board of Trustees for its approval and shall become effective only when so approved.

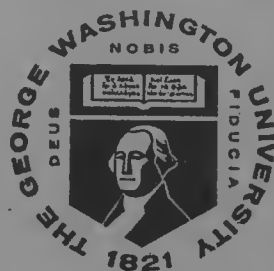
V. EFFECTIVE DATE

1. Upon the adoption of this University Faculty Organization Plan with such changes as may be considered appropriate by the University Faculty at a meeting thereof and its approval by the Board of Trustees, the President shall direct that each school or Faculty group involved proceed to elect its representatives to the Senate.

2. Initially, in order to provide for a rotation system, the respective Faculties of the Schools of Medicine, Law, Engineering, Education, and Government shall elect one, and the Faculties collectively of the Columbian

and Junior Colleges group shall elect four, of its representatives for a one-year term, and one (four in the case of the Columbian and Junior Colleges group) for a two-year term. In the case of the representatives from The Graduate Council and The School of Pharmacy, and one of the representatives of the Schools of Medicine, Law, Engineering, and Education, and the Columbian and Junior College group, the term shall be left undetermined until the organization meeting of the Senate, at which time four of such representatives shall be selected, by lot, to serve for a one-year term and the other three for a two-year term. The manner of determining into which classification each of its representatives shall fall shall be for the Faculty of the school or group involved and may be by lot.

3. As soon as elections of all the Senate members have been reported to the President, he shall appoint from among those elected, five (but no more than one from any one school or group) as the Temporary Organization Committee for the Senate. Such committee shall immediately proceed to prepare a report which shall include: (1) The temporary bylaws or rules of procedure for the Senate; (2) the proposed agenda for the first meeting; and (3) nominations for the Executive Committee, and the Chairman thereof. Upon completion of the preparation of this report, and its distribution to members of the Senate, the President shall convoke the Senate, which shall then organize for the conduct of its business.



CODE AND ORDINANCES

governing the academic

personnel of

The George Washington

University

together with the

PRINCIPLES, STANDARDS,

AND PROCEDURES

for the implementation thereof

WASHINGTON, D. C. 20006 1964

CONTENTS

I.	Grades of Academic Service	3
II.	Academic Freedom	4
III.	Professional Responsibilities	5
IV.	Appointment, Reappointment, Tenure, and Promotion	6
V.	Termination of Service	10
VI.	Leave	12
VII.	Retirement	13
VIII.	Retirement Annuity	15
IX.	Principles Governing Issues Relating to Termination, Dismissal, Nonrenewal, and Rights and Privileges Under This Code	15
X.	Faculty Participation in Appointments, Renewal of Appointments, Tenure Designations, and Terminations of Appointments	16
XI.	Health Service	17
XII.	Effective Date	17
Principles, Standards, and Procedures for Fac- ulty Participation in the Selection of Faculty Members and for Consultation and Recom- mendation in the Selection of Academic Administrators		18
Faculty Procedures for the Implementation of Article IX of the University Code and Ordinances		22

The Board of Trustees of The George Washington University has authorized the publication of this recodification (first printing 1937; second printing 1945; third printing, 1958) of the Code and Ordinances governing the academic personnel, together with the Principles, Standards, and Procedures for the implementation thereof.

This recodification was adopted by the Board of Trustees at its meetings of March 19, 1964, and June 6, 1964, as recommended by the Committee on Professional Ethics and Academic Freedom of the University Senate, the University Senate, the Faculty Assembly, and the President of the University. The University is indebted to the several committees of the Faculty and of the Board of Trustees, and to the administrative officers, for their work in compiling and revising these rulings, which constitute the statement of the rights and privileges, and the responsibilities, of the academic personnel of the University.

September 1, 1964

CODE AND ORDINANCES

Governing the Academic Personnel of the University

In accordance with the authority under the charter of the University, granted by the United States of America (Enactment of February 9, 1821), and the ordinances of the Board of Trustees adopted thereunder, the following Code governing the academic personnel is established.

I. Grades of Academic Service ¹

The grades of academic service now in effect are:

A. RETIRED STATUS

professor emeritus, professor emeritus in residence, associate professor emeritus, associate professor emeritus in residence, and retired (in any given rank for age or disability).

B. ACTIVE STATUS

1. *Full-time Service*: professor,² associate professor, assistant professor, and instructor.

2. *Limited Service*: adjunct professor, professor (medical), clinical professor, professorial lecturer, associate clinical professor, associate professorial lecturer, assistant clinical professor, assistant professorial lecturer, associate (clinical medical), lecturer, in-

¹ As used in this Code, the word "staff" includes all members of the staff as designated in B1, B2, B3, and B4 of this Article, and the word "faculty" includes members of the academic personnel who are included in the membership of the University Faculty or of the school and college faculties as defined by the Board of Trustees.

² Except as limited in I, B2.

structor, special lecturer, clinical instructor, teaching fellow, fellow, and graduate teaching assistant.

3. *Visiting Status*: professor, associate professor, and assistant professor.

4. *Research—Academic Status*

a) Members of the research staff may, upon the recommendation of the appropriate officers, be accorded academic status, but such status does not provide tenure unless specified.

b) Grades of service recognized under 4a are research professor, associate research professor, assistant research professor, and research fellow.

II. Academic Freedom

MEMBERS OF THE STAFF SHALL ENJOY ACADEMIC FREEDOM

A. The University will not place any restraint upon a staff member's freedom of investigation. A member of the faculty on full-time service shall not permit his research to interfere with his teaching duties; he shall take cognizance of University policies in regard to the coordination of research projects, and he shall take part in cooperative research projects undertaken by the University. A member of the faculty on full-time service may apply through the University Committee on Research for modification of his program so as to permit him to undertake an approved research project which could not be undertaken without such cooperation.

B. The University will not impose any limitation upon a staff member's freedom of exposition of his own subject in the classroom. A member of the staff shall adapt his instruction to the needs of his students and shall abstain from discussing in the classroom controversial topics outside his own field.

C. The University will not impose any limitation upon a staff member's freedom of exposition of his own subject in addresses or in publications outside the University.

D. A member of the staff in speaking and writing outside the University upon subjects beyond the scope of his own field of study is entitled to the same rights and is subject to the same duties as other citizens. The University assumes no responsibility for views expressed by members of the staff on such occasions, and members of the staff shall make it clear that they are expressing only their personal opinions.

III. Professional Responsibilities

A member of the staff shall perform well his academic duties; strive for professional development; and apply his talents to the service of his profession, his community, and the country.

A. In his classroom a member of the staff is responsible for the character of the instruction, the maintenance of good order, and the observance of University regulations. He shall make adequate preparation for his classes and conduct them in a dignified and courteous manner.

B. A member of the staff shall perform conscientiously his other academic duties, such as meeting classes on time; holding classes for the full period; grading tests and examinations and reporting the grades promptly; reporting promptly to the appropriate dean matters requiring disciplinary action and matters relating to the physical condition of classrooms and laboratories; attending faculty meetings, *commencement exercises*, convocations, and other academic events; serving on faculty or University committees; assisting in the administrative work of his department or in the general

administrative work of the University; and serving as a general or departmental adviser to students.

C. A member of the staff should strive to grow in professional competence by means of sound scholarship, effective teaching, and original contributions. He should be a student of contemporary life so as to be able to interpret his field in the light of related knowledge. He should strive for the advancement of knowledge in his field of learning by individual research and by participation in the activities of professional societies.

D. A member of the faculty on full-time service shall have the primary responsibility of devoting his time, thought, and energy to the service of the University. No such member of the faculty shall accept an outside teaching appointment during the academic year or engage in any other regular activity of a remunerative nature without the approval of the University. A member of the faculty on full-time service is under obligation not to permit such employment, even when officially approved, to interfere with his responsibility to the University.

IV. Appointment, Reappointment, Tenure, and Promotion

The following principles, standards, and procedures are in force in regard to appointment, reappointment, tenure, and promotion:

A. APPOINTMENTS AND TENURE

1. Statements of Terms and Conditions

a) Every new appointment shall be in writing and shall be made in accordance with and subject to the provisions of this Code and of implementing procedures thereunder adopted by the faculty, both of which

shall be made available to the proposed appointee before consummation of the appointment. An appointment shall be deemed to have been consummated upon the receipt of a letter of appointment or commitment from the University and the receipt by the University of a written communication of acceptance.

b) Members of the faculty who have received appointments with continuous tenure shall be notified in writing annually, on or about April 1, of salary and of changes in rank or of other terms and conditions of service for the next academic year.

c) Notice of salary and other terms and conditions of an unexpired or renewed probationary appointment shall in all cases be given on or about April 1.

2. Limited Service

Adjunct professors, professors (medical), clinical professors, professorial lecturers, associate clinical professors, associate professorial lecturers, assistant clinical professors, assistant professorial lecturers, associates (clinical and medical), lecturers, instructors, special lecturers, clinical instructors, teaching fellows, fellows, and graduate teaching assistants will be appointed for a specified period of a year or less. Such appointments may be renewed an unlimited number of times.

3. Full-time Service

a) Kinds of Appointments

All appointments to active-status full-time service (as defined in Article I, Section B, Paragraph 1) will be of two kinds: (1) probationary appointments or (2) appointments with continuous tenure.

b) Probationary Appointments

1) New Appointments

Except in special circumstances, all new appointments to active-status full-time service

(as defined in Article I, Section B, Paragraph 1) regardless of rank, will be for a probationary period of stated length.

2) Maximum Period

Probationary appointments will be for one year or other stated periods, subject to renewal. The total probationary period will not, with the exceptions herein indicated, exceed seven years, including full-time service with the rank of instructor or higher in other recognized institutions of higher learning. Leaves of absence to engage in authorized teaching or research activities at another institution of higher learning shall be included in this period. Leaves for study toward a degree, for military or other national emergency service, or for personal affairs will not be included in the calculation of this period. A faculty member with previous full-time service at another institution may be required, by written agreement, as a term or condition of his initial appointment, to serve a probationary period not to exceed four years, even though his total probationary period in the academic profession is thereby extended beyond seven years.

Subject to the provisions of Article V, Section B, Paragraph 1, below, an active-status full-time service member of the faculty shall be notified in writing on or about July 1 preceding his final (i.e., maximum) probationary year that he will be granted continuous tenure or that his full-time service status will terminate at the completion of that year. Any such member who is not so notified will be deemed to acquire continuous tenure at the end of the probationary period.

3) Stated Periods by Rank

(a) Instructors

Instructors will be appointed for an initial period not to exceed one year and will be

eligible for reappointment or promotion. Reappointment will not, except by special action of the Board of Trustees, upon recommendation of the appropriate faculty group and the recommendation of the appropriate University officers, extend the total period beyond four years. Continuous tenure shall not be conferred at this grade.

(b) Assistant Professors

Assistant Professors will be appointed for an initial period of one, two, or three years and will be eligible for reappointment, tenure, or promotion. They may be required to serve a period of not more than seven years prior to the granting of tenure status.

(c) Associate Professors

Associate Professors will be appointed for a probationary period of not more than four years and will be eligible for reappointment, tenure, or promotion.

(d) Professors

Professors will be appointed for a probationary period of not more than three years. Renewal of an appointment confers continuous-tenure status.

4) Administrative Officers

Academic and tenure-status members of the administrative staff have academic status and tenure status only when authorized by the Board of Trustees.

B. PROMOTION

Promotion in rank is dependent upon growth in professional competence. Such growth may be evidenced by increased teaching ability, productive scholarship, participation and leadership in professional societies, public service, service on University committees, or a combination of the above. It is expected that as a general practice a promotion in rank shall be accompanied by an appropriate increase in salary.

V. Termination of Service

A. EXPIRATION OF DEFINITE PERIOD APPOINTMENTS

All appointments for a definite period of service (one semester—one, two, or three years) expire automatically with the completion of such period of service, subject, as appropriate, to safeguards that follow.³

B. TERMINATION OF PROBATIONARY AND VISITING-STATUS APPOINTMENTS

1. *Notice of Nonrenewal of Probationary Period*

Written notice that a probationary appointment is not to be renewed will be given to the active-status full-time service faculty member in advance of the expiration of his appointment, according to the following minimum periods of notice:

a) not later than March 1 of the first academic year of faculty service in the University in case of a one-year appointment;

b) not later than December 1 of the second academic year of such service in case of a two-year appointment or the renewal of a one-year appointment;

c) not later than July 1 preceding the final academic year after two or more academic years of such service in the University.

2. *Notice by Member of Termination or Declination of Renewal*

If a member of the faculty desires to terminate an existing appointment or to decline a renewal, he shall give notice in writing not later than April 1 if his rank is instructor or assistant professor, and not later than March 1 if his rank is higher, or within thirty days after receiving notice of the terms and conditions of his service for the

next academic year, whichever date is later; but he may properly request a waiver of this requirement in case of hardship or in a situation where he would otherwise be denied substantial professional advancement.

3. *Dismissal and Late Notice*

Dismissal of a faculty member during a probationary or visiting-status appointment, or the nonrenewal of a probationary appointment with less than the required advance notice, shall be preceded by a statement of reasons and shall be subject to Article IX.

C. TERMINATION OF CONTINUOUS TENURE

Grounds for Termination: until retirement of a faculty member in accordance with other provisions of this Code, and subject to Article IX, an appointment with continuous tenure is terminable by the University only for adequate cause or on account of extraordinary financial emergencies, in the latter case after not less than twelve months' notice to the faculty member.

1. Adequate Cause

Adequate cause shall mean unfitness to perform his academic duties because of:

a) incompetence

b) lack of scholarly objectivity or integrity

c) persistent neglect of professional responsibilities under this Code

d) gross personal misconduct that destroys academic usefulness

2. Extraordinary Financial Emergency

a) Termination of an appointment of continuous-tenure status because of extraordinary financial emergencies will be considered only as a last resort, after every effort has been made by the Administration and Trustees to meet the need in other ways or to find for the member of the faculty

³ See also Article IV, above.

other satisfactory assignment in the University.

b) If an appointment with continuous tenure is terminated because of an extraordinary financial emergency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the faculty member has been offered and has declined reappointment.

VI. Leave

A. Leave of absence without salary, for study or for any other reason considered valid by the appropriate dean, may be requested by a member of the faculty or staff at any time.

B. When circumstances permit, the Board of Trustees will grant sabbatical leave to a member of the faculty with tenure status who has served six or more continuous years in a college or university on full-time service above the rank of instructor, three years of which must have been served in this University, or who has served six or more years after a preceding grant of sabbatical leave.⁴ Such leave must be recommended by the chairman acting on behalf of the department, the dean of the college or school, the Dean of Faculties; approved by the President of the University; and granted by the Board of Trustees of the University.

A member of the faculty by accepting a grant of sabbatical leave obligates himself to continue in the service of the University for at least one year following such leave, unless other arrangements are agreed to by the University.

⁴ The request for sabbatical leave should be accompanied by an outline of the education, research, and/or self-development program which the applicant proposes to follow if the leave is granted.

The University will pay a member of the faculty while on sabbatical leave one-half of his salary for two semesters or all his salary for one semester. The salary is paid as a compensation for the benefits received by the University from the efforts of the faculty member on leave.

C. In the event of a national emergency, members of the faculty on full-time service with tenure status, assistant professors, and instructors will be granted "defense leave" in accordance with the following provisions:

1. Members of the faculty or staff given defense leave for the duration of an emergency will have the privilege of returning to the service of the University at the beginning of the semester following their release from service.

2. Members of the faculty or staff on defense leave in a civilian status may be requested to return to the University on sixty days' notice.

3. Time spent on defense leave will not be counted in computing the maximum probationary period. [See Article IV, Section A, Paragraph 3b) 2)]

4. The return to University service of all members of the faculty from defense leave is conditioned upon the mental, moral, and physical competence of such persons to resume their positions in the University.

VII. Retirement

A. A member of the staff reaching the age of sixty-five during the academic year (September to June inclusive) shall retire at the end of that academic year or, in the case of those holding fiscal year appointments, at the end of August; or if his sixty-fifth birthday falls in July or August, he shall retire at the end of the fall semester following; unless, with the consent of the

staff member and upon the recommendation of the appropriate officers, the Board of Trustees continues him under annual contract.

A member of the faculty on full-time service who is retired may, subject to the need of the University, be invited to continue on limited duty on a basis set by the appropriate officers of the University, and appointed for a period not to exceed one academic year. Such an appointee shall be designated "emeritus (or retired) in residence."

In no case shall a member of the staff be continued in active service beyond the end of the fiscal year in which he reaches the age of seventy.

B. A member of the faculty who has served on a full-time basis with the rank of professor or associate professor for fifteen years or more in this or other accredited colleges or universities and who becomes incapacitated and unable to continue his duties is eligible for retirement.

C. A member of the faculty or an officer of administration with long and distinguished service to the University may, upon retirement, be awarded emeritus status. In the case of a member of the faculty, emeritus status is recommended by the faculty concerned and, with the concurrence of the administration, is awarded by the Board of Trustees. In the case of officers of administration, emeritus status is recommended by the President of the University and awarded by the Board of Trustees. Those eligible for consideration for emeritus status are professors, adjunct professors, clinical professors, associate professors, and administrative officers having faculty status.

A professor emeritus is entitled to use facilities as arranged with the administration of the University and to participate in fac-

ulty meetings, but he is without vote. He may serve on committees and may perform such other services as are in keeping with his desires and with the needs of the University.

D. A member of the faculty who is retired upon reaching the retirement age after serving on a full-time basis with the rank of professor or associate professor for fifteen years or more, at least ten of which shall have been at The George Washington University, or a member of the faculty who is retired upon becoming incapacitated after serving on a full-time basis with the rank of professor or associate professor as specified in Article VII, Section B, may be eligible for retirement allowances as provided by the Board of Trustees.

A retired professor or a retired administrative officer with faculty status may use facilities as arranged with the administration of the University and attend faculty meetings without the right of vote.

VIII. Retirement Annuity

The University has entered into an agreement with the Teachers Insurance and Annuity Association, which agreement is organized upon a dual participation basis. Members of the staff having tenure status are required to participate. All other full-time members of the staff in the rank of instructor or assistant professor, after two years of service at the University, are required to participate.

IX. Principles Governing Issues Relating to Termination, Dismissal, Non-renewal, and Rights and Privileges Under This Code

The rights, privileges, and responsibilities of a faculty member conferred by this Code will be carefully safeguarded in accordance

with the highest accepted principles, practices, and procedures of the academic community. An alleged infringement of such rights or privileges or an alleged violation of such responsibilities will first be considered by appropriate representatives of the faculty in cooperation with the responsible administrative officers. After faculty and administrative procedures have been fully utilized, any member of the faculty who believes that his rights and privileges under this Code have been violated may take an appeal to the appropriate administrative officers for consideration by the Board of Trustees.

Review by the Board of Trustees will include the record of the hearing before the faculty and administrative officers, with an opportunity for argument, oral or written, or both, by the principals or their representatives at the hearing.

X. Faculty Participation in Appointments, Renewals of Appointments, Tenure Designations, and Terminations of Appointments

A. Because of their role in formulation and implementation of educational policy, the faculty and appropriate administrative officers exercise a responsibility in recommendations as to selection and determination of the status of members of the faculty, as well as in selection of administrative officers who are concerned with academic matters.

B. This responsibility includes participation by the faculty and appropriate administrative officers in formulating and transmitting recommendations for appointing, renewing appointments, promoting, designating tenure status, and terminating appointments for members of the active-status grade of academic service. It also

includes participation in recommendations to the Board of Trustees for appointments of the President, deans, departmental chairmen, and similar administrative officers concerned with academic matters.

XI. Health Service

A. The University, recognizing the importance of the health of the teacher to his professional competence, provides an annual physical examination without charge to all members of the staff who care to avail themselves of the privilege.

B. The facilities of the Health Clinic are available to members of the faculty in emergencies resulting from accidents or sudden, serious illness while on campus. Such medical services are limited to necessary "First Aid," after which the faculty member will consult his own physician.

XII. Effective Date

Having been approved by the Board of Trustees of the University on June 6, 1964, this Code shall as of September 1, 1964 supersede all former codes and ordinances in effect except that changes in tenure status shall not be retroactive. The Board of Trustees of the University directs that this fourth revision of the Code and Ordinances be published.

PRINCIPLES, STANDARDS, AND PROCEDURES

For faculty participation in the selection of faculty members and for consultation and recommendation in the selection of academic administrators

Implementing Articles IV, V, IX, and X of the University Code and Ordinances

A. FACULTY PARTICIPATION IN ACTION CONCERNING FACULTY MEMBERSHIP

The faculty shares with appropriate administrative officers the responsibility for recommending to the President and the Board of Trustees actions concerned with active-status academic service, including appointments, renewal of appointments, promotion, tenure designation, and termination of service.

1. The faculty of a department or of a nondepartmentalized school or college or comparable educational division shall establish procedures enabling an elected standing committee, or a committee of the whole, to submit its recommendations for appointments. Recommendations for actions other than appointments concerning full-time instructors, assistant professors, or associate professors shall be determined by the tenure members of the faculty of higher rank or of equal and higher rank, as the faculty may have determined by previously established procedures. Recommendations for actions other than appointments concerning professors shall be determined by tenure members of the rank of professor.

2. Faculty recommendations shall be based on the determination of a majority of the faculty (or the appropriate unit thereof) present and voting.

3. Faculty recommendations concurred in by the appropriate administrative officers

will be transmitted by them to the President and by him to the Board of Trustees. Variant or nonconcurring recommendations from an administrative officer, together with supporting reasons, will be sent by him to the Executive Committee of the Senate through the appropriate superior administrative officers. To harmonize the points of view, the Executive Committee may seek information and advice and make recommendations to the faculty (or the appropriate unit thereof) and to the appropriate administrative officers. If concurrence cannot be obtained after opportunity for reconsideration in the light of the recommendations of the Executive Committee, the recommendation of the appropriate administrative officers, accompanied by the recommendation of the faculty and the report of the Executive Committee, will be transmitted to the Board of Trustees through the President.

4. Appointments and actions affecting renewal of appointments, promotion, tenure designation, and termination of service shall normally be effectuated in accordance with faculty recommendations. Departures from this standard shall be limited to those cases involving compelling reasons. Disclosure of such cases and the compelling reasons therefor shall be made by the appropriate administrative officers to the Executive Committee of the Senate. Disclosure shall also be made to the faculty (or the appropriate unit thereof), unless the Board of Trustees determines that such a disclosure is against the best interests of the individual concerned.

B. FACULTY CONSULTATION AND RECOMMENDATION IN THE SELECTION OF ACADEMIC ADMINISTRATIVE OFFICERS

Administrative officers concerned with academic matters perform a role in the formulation of policy by the faculty and in

transmitting faculty views to the appropriate superior administrative officers and, through them, to the Board of Trustees. Consequently, principles, procedures, criteria, and standards are needed to provide for faculty participation in making recommendations for the selection of such academic administrative officers.

1. Department Chairman

The members of a department in active-status full-time service of the rank of assistant professor and higher (See Article I, Section B, Paragraph 1, Code and Ordinances) shall formulate procedures for the participation by such members, by a representative group thereof, or by an appropriate inter-departmental group in submitting recommendations for selecting the chairman of the department. The chairman shall be appointed after consultation with, and normally in conformity with the judgment of, such members of the department or of an appropriate representative departmental or interdepartmental group. In consideration of the principle of rotation, the chairman shall serve for a limited term, subject to renewal by comparable procedures.

2. Dean, Associate Dean, Assistant Dean of a School or College

a) The dean, associate dean, assistant dean, or similar administrative officers of a school, college, or comparable educational division, or of a larger organizational unit, should be appointed with, and continue to have, the confidence of the faculty or faculties concerned. Such appointment shall be made after consultation with the elected ad hoc or standing committee thereof provided below. Such officers shall normally be qualified for faculty membership by training, experience, and continued interest in teaching and research.

b) The members in active-status full-time service of the rank of assistant professor and higher of the faculty of a school, college, or comparable educational division, or of a larger organizational unit, shall formulate procedures and criteria for the participation by such members in recommending the selection of its academic administrative officers.

c) The following agencies for faculty participation, criteria for representation of the faculty on such agencies, and procedure for the submission of the names of proposed candidates shall be employed.

1) In the selection of a dean, the agency of faculty participation shall be an ad hoc representative committee created and elected from among the tenure members in active-status grade of academic service.

2) In the selection of an associate dean or assistant dean, the agency shall be a faculty-elected standing committee, such as an elected Dean's Council, as designated by the faculty concerned.

3) The specified faculty agencies shall be authorized to submit names of proposed candidates for dean, associate dean, assistant dean, or similar positions.

4) The faculty agencies shall also review the names of candidates for such positions proposed by the appropriate administrative officers.

3. Channel of Communication

The faculty-elected committee of the school or college may also function as a channel of communication to the appropriate superior administrative officer concerning matters relating to personnel.

4. Dean, Associate Dean, and/or Assistant Dean of Faculties

The Executive Committee of the University Senate is hereby designated as the faculty agency for consultation and recommendation

in the selection of the Dean, Associate Dean, and/or Assistant Dean of Faculties. The committee shall be authorized to submit names of proposed candidates for these positions and to advise concerning names proposed by administrative officers. Such a dean shall be appointed after consultation with the committee and shall normally be qualified for faculty membership by training, experience, and continued interest in teaching and research.

5. President of the University

The Faculty Assembly shall elect a committee to advise and consult with the Board of Trustees or appropriate members thereof in the selection of a President.

Faculty procedures for the implementation of article IX of the university code and ordinances

Procedures Governing Issues Relating to Termination and Violations of Privileges

A. PRELIMINARY PROCEEDINGS

1. No formal proceedings shall be instituted by a faculty member, or members, or by the appropriate administrative officers until every reasonable effort has been made to remedy the situation through informal personal consultation and conferences by the appropriate administrative officers and/or by the faculty member's colleagues.

2. If a satisfactory adjustment does not result from informal personal consultation and conference, the matter, in writing, shall be referred by the interested parties to the University Senate through the Executive Committee. The Senate, on nomination of the Executive Committee, shall appoint a special committee, none of whose members shall be members of the Senate Committee on Professional Ethics and Academic Freedom. The Special Committee shall infor-

mally inquire into the matter to effect a mutually satisfactory understanding or adjustment.

3. If a mutually satisfactory understanding or adjustment is not effected, the Special Committee shall then determine whether in its view formal proceedings to consider the matter should be instituted. If the Special Committee recommends such proceedings, action shall be commenced before the Senate Committee on Professional Ethics and Academic Freedom in accordance with the procedures specified in Section B, below. If the Special Committee fails to make such a recommendation, the President may, in accordance with his own judgment, bring the issue before the Senate Committee for further consideration.

4. If there is agreement, a written statement with reasonable particularity in evaluation of the issues concerned shall be jointly formulated by the President and the Special Committee. If there is disagreement, the Special Committee alone, or the President or his representative, shall formulate the statement.

B. FORMAL PROCEEDINGS

1. Hearing Committee

a) The Senate Committee on Professional Ethics and Academic Freedom as constituted pursuant to the Faculty Organization Plan shall be the standing committee to conduct, as the Hearing Committee, formal proceedings involving disputes within its jurisdiction.

b) No member of the Hearing Committee shall sit in a case which involves a member of his department, or of his nondepartmentalized college or school. A member of the Hearing Committee may also disqualify himself. The faculty member involved, before or at the outset of the hearing, may exercise

one peremptory challenge and unlimited challenges for cause against members of the Hearing Committee, including replacements. The Executive Committee of the Senate shall act on such challenges and on necessary replacements from tenure members of the faculty.

c) When constituted, the members of the Hearing Committee shall elect their own chairman to preside for the duration of the formal proceedings. In the interim, the Chairman of the Senate Committee on Professional Ethics and Academic Freedom shall serve as Chairman of the Hearing Committee.

2. Committee Jurisdiction

The Hearing Committee shall conduct, in accordance with recognized formality, proceedings concerning issues relating to (1) dismissal for cause of an appointee with continuous tenure; (2) dismissal for cause of a faculty member during term appointment; (3) the nonrenewal of a probationary appointment with less advance notice than that specified in the Code; (4) nonrenewal of a probationary appointment for considerations allegedly violative of academic freedom; (5) alleged violation of rights and privileges granted by the Code in cases which are referred to it by the Special Committee, or by the President, or by any aggrieved member of the faculty.

3. Commencement of Formal Proceedings

a) Formal proceedings before the Hearing Committee concerning issues relating either to the dismissal for cause of a faculty member during an appointment with continuous tenure or to the dismissal for cause of a faculty member during a probationary or visiting-status appointment shall be commenced by a written communication signed by the President and/or the Chairman of the Special Committee, and addressed to the

Chairman of the Hearing Committee, setting forth the text of the statement. If no such action is taken by the President and/or the Chairman of the Special Committee, a faculty member subject to removal may institute proceedings before the Hearing Committee by a written communication, signed and presented in the same manner, setting forth his grounds for opposing the action taken or impending against him and requesting a hearing thereon.

b) Formal proceedings before the Hearing Committee concerning issues relating either to the nonrenewal of a probationary appointment with less advance notice than that specified in Article V, Section B, Paragraph 1 of the Code, or to the nonrenewal of a probationary appointment for considerations violative of academic freedom, or to violations of other rights or privileges granted by the Code to the faculty member may be commenced by a written communication signed by the faculty member addressed to the Chairman of the Hearing Committee setting forth his grounds for opposing the action taken or impending against him and requesting a hearing thereon.

c) Upon receipt of a written communication from the President and/or the Special Committee, the Chairman of the Hearing Committee shall cause a copy of it to be delivered to the faculty member affected by the proposed action. Upon receipt of a written statement from a faculty member, the said Chairman shall cause a copy of it to be delivered to the President.

d) Within twenty days after delivery of a copy of the written statement, the person to whom it has been delivered shall present to the Chairman of the Hearing Committee a written answer containing such admissions, denials, or other relevant statements as he deems appropriate. Upon receipt of this writ-

ten answer, the Chairman of said Committee shall cause a copy of it to be mailed to the signer of the written statement.

e) Upon receipt of the written answer, or in case the faculty member fails to respond, the Hearing Committee shall fix a hearing and advise the signer of the written statement and the person to whom the copy thereof was served of the time and place at which the matter will be heard by the Hearing Committee.

4. Suspension of the Faculty Member

Suspension of the faculty member during the formal proceedings or prior thereto is justified only if immediate harm to himself or others is threatened by his continuance in active-status academic service. The President (or the Senate, upon recommendation of the Special Committee or the Hearing Committee through the President) may recommend to the Board of Trustees that the faculty member be suspended. Suspension shall be without reduction in pay.

5. Hearing Committee Rules and Procedure

a) At the hearing and in conference, a majority of the Hearing Committee constitutes a quorum.

b) A full stenographic record of the hearing shall be made and shall be available to all parties concerned.

c) The principals involved in a hearing shall each be entitled to a legal or other adviser or representative at all hearings; and the Hearing Committee, itself, may seek legal or other technical advice.

d) The Hearing Committee shall, after full consideration of the suggestions of the principals, announce at the beginning of the hearings the detailed procedures that will be followed. These procedures shall be in con-

formity with accepted principles of academic due process and shall include such provisions as the calling and examining of witnesses, the receiving of depositions where personal appearance is impractical, and the hearing of summary arguments by the principals or their representatives.

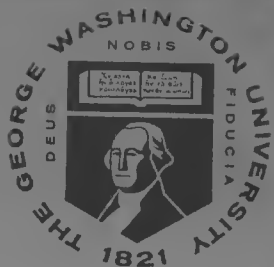
e) The Hearing Committee shall reach its findings in closed conference and shall record them, with indications of the evidence and reasoning involved, in an explicit written form, copies of which shall be given to the principals.

6. Consideration and Action by the Senate

The Hearing Committee shall submit its decision in writing, through the Executive Committee, to the Senate for such consideration and action as the Senate may deem appropriate, including but not limited to rejection, adoption, modification, or remand. The action of the Senate will be submitted to the President for transmission to and final disposition by the Board of Trustees.

7. Publicity

Public statements about the case by either faculty members or administrative officers are to be avoided until the proceedings have been completed. A statement in advance of completion of proceedings is permissible only if deemed necessary to correct erroneous or misleading publicity with respect to the case. No announcement concerning the decision of the Hearing Committee or the action of the Senate shall be made until final disposition of the case by the Board of Trustees. Any announcement of the final decision shall include a statement of the decision of the Hearing Committee and of the action of the Senate, and shall be made through the President's Office.



**The George Washington
University
Faculty Organization Plan**

WASHINGTON, D.C. 20006 1965

UNIVERSITY FACULTY ORGANIZATION PLAN

I. Purpose

1. The object of this University Faculty Organization Plan is to enable the faculty of The George Washington University, in common effort and purpose with the President and the Board of Trustees, and in keeping with sound principles of general University organization, effectively to perform its functions and responsibilities with respect to educational policy and objectives of the University and related affairs in or concerning which the faculty has a legitimate concern or interest. The provisions of this Plan shall be interpreted and applied in accordance with the object of the Plan as so stated.

2. Toward this end and in respect of the particular purposes and functions herein provided, the University Faculty Organization shall consist of two bodies: (1) the University Faculty Assembly, which shall consist of academic personnel in full-time service and such administrative personnel as are provided for hereafter; and (2) the University Senate, which shall be a representative body acting for the University Faculty as a whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the charter of the University and subject to the authority of the Board of Trustees and shall relate to matters which are of concern to more than one college, school, or division, or to the University Faculty.

II. The University Faculty Assembly

SECTION 1. MEMBERSHIP

The University Faculty Assembly shall consist of the President of the University, the Dean of Faculties, the Administrator of the National Law Center, the Associate Dean of Faculties, the Director of Admissions, the Registrar, the Librarian, the Treasurer, faculty members in full-time service of the degree-granting colleges, schools, and divisions of the University, members of the Executive Faculty of the School of Medicine, and incumbents of administrative offices to whom the Board of Trustees has granted or may grant faculty status and academic rank in or under the Code and Ordinances Governing the Academic Personnel of the University. Other members of the staff of instruction, and Professors and Associate Professors Emeriti, of the University may attend meetings of the Assembly, with the privilege of the floor, but without the right to vote.

SECTION 2. OFFICERS

The President shall be the Chairman of the Assembly, and the Dean of Faculties, the Vice-Chairman. The Registrar shall be the Secretary.

SECTION 3. MEETINGS

(a) The Assembly shall meet at least once during each semester of the academic year at a time and place designated by the President. Special meetings shall be held at the call of the President, acting on his own initiative or upon the request of the University Senate or the petition of twenty members of the Assembly.

(b) The agenda of a regular meeting shall be prepared by the President and shall

include any matter requested by the Senate or its Executive Committee or on petition of fifteen members of the Assembly. Notices of meetings, regular or special, shall be sent out at least ten days prior thereto and shall include a statement of the agenda.

(c) A quorum for any meeting shall consist of 25 per cent of the membership of the Assembly.

(d) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is in adverse review of action taken by the Senate in which case the affirmative vote of two-thirds of members present, or one representing a majority of the membership of the Assembly, whichever is the lesser, shall be required.

(e) The by-laws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the Assembly.

SECTION 4. FUNCTIONS

The functions of the Assembly shall be to:

(1) Receive information from the President, and such members of the University administration as he may designate, of matters of general University interest or faculty concern;

(2) Receive reports from the Senate as to actions it has taken and the activities of its committees, and, to the extent then anticipated, its proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such

other action as may be appropriate with respect to any matter of concern to the Assembly. The Assembly shall also have the power to review any action taken by the Senate and, subject always to the provisions of Sections 3(b) and (d) of this Article II, take such action on the basis thereof as the Assembly may deem appropriate;

(3) Act as a referendum body on questions referred to it for that purpose by the Senate.

III. The University Senate

SECTION 1. FUNCTIONS

The University Senate, on behalf of the University Faculty, shall, with respect to matters which are of concern to more than one college, school, or division, or to the University Faculty:

(1) Formulate policy and make such other determinations and exercise supervision with respect to such programs or other matters as the President or the Board of Trustees may designate;

(2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;

(3) At the direction of the Assembly—or may, at the request of the faculty of any college, school, or division or of individual faculty members, or on its own initiative—consider any matters of concern or interest to more than one college, school, or division or to the University Faculty, and make its recommendations or otherwise express its opinion with respect thereto, to the Assembly, the President, or through the President to the Board of Trustees;

(4) Be the University Faculty agency to which the President initially presents infor-

mation and which he consults concerning proposed changes in existing policies or promulgation of new policies.

SECTION 2. ORGANIZATION

(a) Membership

(1) The Senate shall consist of 24 elected members and 12 members ex officio.

(2) The elected membership shall consist of nine members elected by and from the faculty of Columbian College of Arts and Sciences; three members each elected by and from the faculties of the schools of Education, Engineering and Applied Science, Law, and Medicine; two members elected by and from the faculty of the School of Government, Business, and International Affairs; and one member elected by and from the members of the Graduate Council.

(3) The ex officio membership of the Senate shall consist of the President, the Dean of Faculties, the Registrar, and nine other administrative officers of the University. These nine administrative officers shall be appointed by the President and shall serve until successors have been appointed, but not less than one semester, unless their service is terminated by separation from the University.

(4) All members elected to the Senate shall be members of the University Faculty in full-time service, hold the rank of Associate Professor or above, and have tenure as of the academic year next succeeding the date of their election. No Dean or any other faculty member who is an officer of administration (as such officers are indicated in the 1959-60 General Catalogue Issue of the University Bulletin) shall be eligible for election. In the event of any additions to the list of officers of administration in sub-

sequent issues of the Bulletin, eligibility for election to the Senate shall be determined by the Senate.

(5) The ex officio members, while without the right to vote, shall have the privilege of the floor: *Provided*, That the presiding officer may vote to break a tie.

(b) Officers

The President, or in his absence, the Dean of Faculties or the Chairman of the Executive Committee, in that order, shall be the presiding officer. The Registrar shall be the Secretary.

(c) Terms of Office

The term of office for elected members of the Senate shall be two years beginning on May 1 of the year in which they are elected. The terms shall be so adjusted as to require the election of approximately one-half of such members each year.

SECTION 3. ELECTION OF FACULTY MEMBERS

The election of members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the Faculty members eligible to vote in the school or group involved:

(1) The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by a two-thirds vote of such faculty require at least two nominees for each Senate seat to be filled.

(2) Voting shall be by secret ballot.

(3) Only members of the faculty in full-

time service shall be eligible to vote, except that, in the case of the School of Medicine, all members of the Executive Faculty shall be eligible to vote for Senate members.

(4) The elections shall be held at meetings called by the deans of the respective schools prior to April 15 of each year. A quorum shall be 51 per cent of the faculty members in residence in the school or group involved who are eligible to vote. Election shall be by majority of those voting.

(5) In the event that a vacancy occurs in the Senate membership or a member is on leave of absence or otherwise unable to participate for any period, the faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

SECTION 4. MEETINGS

(a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the academic year. Special meetings may be called by the President, acting on his own initiative, or upon the request of the Executive Committee or the Assembly or the petition of 25 per cent of the elected members of the Senate.

(b) A quorum shall consist of 50 per cent of the elected members of the Senate. All power of the Senate shall be exercised by the affirmative vote of a majority of elected members present and voting.

(c) The agenda for any meeting shall be made available in writing by the Secretary of the Senate to all members of the Senate, elected and ex officio, at least 7 days prior to the meeting in the case of regular meetings, and with the call, in the case of spe-

cial meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a vote of three-fourths of the elected members of the Senate, or the unanimous vote of such members present, whichever is the lesser, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.

(d) A summary of the minutes of each meeting shall be furnished by the Secretary of the Senate to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Secretary for inspection by any such member or officer.

(e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such by-laws and other rules concerning its government and procedures as it considers appropriate.

SECTION 5. COMMITTEES

(a) General

There shall be four kinds of Senate committees: (1) an Executive Committee, (2) standing committees, (3) special committees, and (4) a Co-ordinating Committee. The Executive Committee, all standing committees, and the Co-ordinating Committee shall meet as directed by the University Senate, or as determined necessary by the committees themselves or their chairmen, but not less than once a year; the meetings shall be conducted according to orderly procedure, records of deliberations shall be kept, and reports shall be made to the University Senate as often as required, but at least once annually. Copies of all formal reports shall

be filed with the Registrar of the University and shall be available for inspection by members of the Assembly and the administrative staff of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. No member of the Executive Committee shall immediately succeed himself more than twice. The Senate shall establish such procedures for temporary replacement of members of the Executive Committee as shall seem necessary to assure that the Executive Committee would not be prevented from acting effectively in emergencies because of inability to assemble a quorum of its membership.

(b) The Executive Committee

The Executive Committee shall consist of 5 elected faculty members of the Senate and the President, ex officio. Any elected faculty member of the Senate shall be eligible to be elected Chairman of the Executive Committee. The Chairman shall be elected by the Senate. The Senate shall also elect the other four elective members of the Executive Committee subject to the restriction that no two of them shall have been elected to the Senate by the same school or faculty group. The Committee shall:

(1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20 per cent of the members of the Senate;

(2) Serve as the committee on committees for the Senate and in that capacity nominate the members and chairmen of the standing and special committees and the nominating committee for the members and

Chairman of the Executive Committee. Individual elected members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any question or dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution;

(3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate;

(4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate, to the President and to the Assembly. At the end of each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly;

(5) Receive reports prepared by or in any college, school, or division of the University which may be of concern or interest to any other college, school, or division, or the faculty generally, and arrange for distribution of copies thereof to such other college, school, or division, or the faculty;

(6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

(c) Standing and Special Committees

(1) Except as herein otherwise provided, the number, nature, and size of its standing and special committees shall be determined by the Senate. The chairman of every stand-

ing committee and at least one member of every special committee shall be an elected member of the Senate. Other committee members may be selected from the membership of the Assembly. The President may designate as ex officio nonvoting members of any committee any administrative officer or personnel within the area of activity of the committee, except that the Co-ordinating Committee shall be composed only of the chairmen of the Executive Committee and the standing committees of the University Senate.

(2) Any standing committee may, upon request, serve in an advisory capacity to University committees and administrative officers or personnel within the area of responsibility of the Senate committee and may invite any such University committee or representatives thereof or officer or person to participate in the deliberations of the Senate committee at such times as may be appropriate. Each such Senate committee shall be the agency to receive, on behalf of the Senate and Assembly, reports prepared by the parallel University committee. Any standing committee, as well as the Executive Committee, may upon request provide on behalf of the Senate advice and counsel to any committee of the Board of Trustees with respect to any matter within the area of responsibility of the Senate Committee.

(3) In addition to any other committees that the Senate may establish on its own initiative, or by direction of the Assembly, or by request of the President, there shall be standing committees for the following areas: Educational Policy; Faculty Performance and Development; University Objectives; Administrative Matters as They Affect the Faculty; Research; Admissions and Ad-

vanced Standing; Library; Public Ceremonies and Assemblies; Scholarship; Athletics; Student Relationships; Appointment, Salary, and Promotion Policies; Physical Facilities; and Professional Ethics and Academic Freedom.

(d) Co-ordinating Committee

(1) The membership of the Co-ordinating Committee shall consist of the Chairman of the Executive Committee and the chairmen of all standing committees of the University Senate.

(2) The primary purpose of the Co-ordinating Committee shall be to promote efficient and effective operation of the University Senate and its committees, especially through exchange of information with respect to overlapping and interrelated committee problems.

(3) The Co-ordinating Committee shall elect its chairman and determine its rules of procedure.

IV. Amendments

1. Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate, through petition to the President as Chairman of the Assembly by 15 per cent of the faculty members of the Assembly, or by a faculty committee as hereinafter provided. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly a favorable vote of either two-thirds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for

its approval and shall become effective only when so approved.

2. After this University Faculty Organization Plan has been in effect for two years, it shall be subjected to automatic review and reappraisal by a faculty committee established specifically for that purpose. Such committee shall be composed of two representatives from the faculty (in full-time service and not officers of administration) of each school or faculty group then represented in the Senate. At least one such representative from each school or group shall not then be a member of the Senate. The committee shall prepare a written report for distribution to every member of the Assembly, and shall have the authority and responsibility through such report to propose amendments to the Faculty Organization Plan. Such proposals (if and to the extent approved by the Assembly) shall be submitted to the President for transmission to the Board of Trustees for its approval and shall become effective only when so approved.

3. The procedure described in the preceding paragraph for automatic review and reappraisal of the Faculty Organization and for making and implementing recommendations for changes in it shall be repeated every four years. Elections of members of the second Faculty Organization Review Committee shall be held in the fall semester of the academic year 1968-1969 and elections of succeeding committees shall be held in the fall semesters of each successive fourth year. The Chairman of the University Senate's Executive Committee shall have the responsibility of seeing that elections are held as prescribed and of convening the initial meeting of the Review Committee.

V. Effective Date

1. Upon the adoption of this University Faculty Organization Plan with such changes as may be considered appropriate by the University Faculty at a meeting thereof and its approval by the Board of Trustees, the President shall direct that each school or faculty group involved proceed to elect its representatives to the Senate.

2. Initially, in order to provide for a rotation system, the respective faculties of the schools of Medicine, Law, Engineering, Education, and Government shall elect one, and the faculties collectively of the Columbian and Junior Colleges group shall elect four, of its representatives for a one-year term, and one (four in the case of the Columbian and Junior Colleges group) for a two-year term. In the case of the representatives from The Graduate Council and The School of Pharmacy, and one of the representatives of the Schools of Medicine, Law, Engineering, and Education, and the Columbian and Junior Colleges group, the term shall be left undetermined until the organization meeting of the Senate, at which time four of such representatives shall be selected, by lot, to serve for a one-year term and the other three for a two-year term. The manner of determining into which classification each of its representatives shall fall shall be for the faculty of the school or group involved and may be by lot.

3. As soon as elections of all the Senate members have been reported to the President, he shall appoint from among those elected, five (but no more than one from any one school or group) as the Temporary Organization Committee for the Senate. Such committee shall immediately proceed to prepare a report which shall include: (1)

The temporary by-laws or rules of procedure for the Senate, (2) the proposed agenda for the first meeting, and (3) nominations for the Executive Committee and the Chairman thereof. Upon completion of the preparation of this report, and its distribution to members of the Senate, the President shall convoke the Senate, which shall then organize for the conduct of its business.